



Marine Corps League

Rocky Mountain Division

Quarterly Report Outline

Please complete the report and have it at ALL Department Staff meetings. This report will be **required** for all Quarterly Department Staff Meetings and the Annual Department Convention.

Sections I, IV & V are required to be completed by the Detachment Commandant or Department Commandant with the help of the Adj/Paymaster.

Sections II & III should contain remarks explaining the participation in the event or program. The list is not complete, it gives examples, omit those areas which do not apply to your detachment.

This report shall be compiled into a Department Report which is given to the Rocky Mountain Division National Vice Commandant. The Division Vice Commandant shall consolidate it with the other Departments of the Rocky Mountain Division for his report to the National Commandant.



Marine Corps League
Department of _____
Rocky Mountain Division

Date: _____

From: Commandant, Department of _____
To: National Vice Commandant, Rocky Mountain Division
Info: Detachments of the Department of _____

Subj: **Department Activity Report for the period** _____ **to** _____

I. Membership: (required)

A. Current Status: as of _____ National roster

- 01. Number of Detachments: = _____
- 02. Paid Regular Members (RM) = _____
- 03. Paid Life Members (PLM) = _____
- 04. Other Paid Members (OPM) = _____
- 05. Total Paid Members (TPM) = _____
- 06. Delinquent Members (DM) = _____
- 07. Paid Member Percentage (PMP) = _____
- 08. Detachments under 20 members = _____
- 09. State MAL's = _____
- 10. Pending Starter Kits = _____
- 11. New members not on the National Roster = _____

Formulas

TPM = RM+PM+OPM

PMP = TPM / (TPM+DM)

B. Membership Goals:

- 01. Pending Starter Kits
 - a. _____ package sent on _____
- 02. Remarks: _____

II. Programs:

A. Youth

01. Young Marines

- a. Detachments supporting YM = _____
- b. Remarks: _____

02. Youth Physical Fitness

- a. Detachments supporting YPF = _____
- b. Remarks: _____

03. Scouting

- a. Detachments supporting Scouts = _____
- b. Remarks: _____

Once a Marine - Always a Marine

04. Scholarship

a. Number of applications forwarded = _____

b. Remarks: _____

B. Veterans

01. Marines Helping Marines -

02. POW/MIA -

03. Homeless Veterans -

04. VAVS & VSO -

05. UVC -

C. Community

01. Toys for Tots

a. Number of Detachments supporting T4T = _____

b. Remarks: _____

02. Marine for Life : _____

03. Legislative

a. Active member of the Governor's United Veterans Council of _____

b. Active member of the United Veterans Council

D. Fund Raising

01. Marine Rose Program: _____

02. Ship Store: _____

03. Other: _____

E. Other: _____

III. Activities:

A. Local:

01. Annual Convention (elections): *(Required)*

a. Date: _____

b. Location: _____

02. Funerals: = _____

03. Color Guards: = _____

04. Parades: = _____

05. Birthday Ball

a. Scheduled place: _____

b. Scheduled date: _____

c. Remarks : _____

06. Rifle & Pistol Matches

a. Number of Detachments involved = _____

b. _____

c. _____

Once a Marine - Always a Marine

B. Upcoming Events:

- 01. Quarterly Staff meeting on _____
- 02. Department Convention in _____
- 03. Memorial Day
- 04. Quarterly Staff meeting on _____
- 05. Rocky Mountain Division Conference in July
- 06. Quarterly Staff meeting on _____
- 07. National Convention in _____ On _____
- 08. Marine Corps Birthday
- 09. Veterans Day

C. Past Events Attended:

- 01. Quin Conference in January
- 02. Mid-Winter in February
- 03. Other: _____

IV. Corporate Information (required)

A. Incorporation:

- 01. Date Chartered: _____
- 02. Date of Incorporation: _____
- 03. Last Updated: _____
- 04. EIN: _____

B. Points of Contact (required):

	<i>Name</i>	<i>Telephone</i>	<i>eMail</i>
01. Commandant	_____	_____	_____
02. Sr. Vice Commandant	_____	_____	_____
03. Jr. Vice Commandant	_____	_____	_____
04. Judge Advocate:	_____	_____	_____
05. Chaplain:	_____	_____	_____
06. Sgt-at-Arms	_____	_____	_____
07. Adjutant	_____	_____	_____
08. Paymaster	_____	_____	_____
09. Web Sergeant	_____	_____	_____

V. Personal Observations:

A. _____

Respectfully Submitted
Semper Fidelis